

WOKINGHAM BOROUGH COUNCIL



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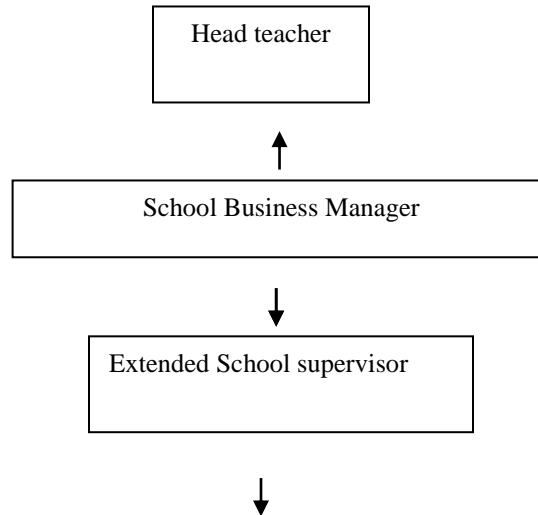
JOB DESCRIPTION

Job Title: Extended School Playworker	School: Highwood Primary School
Department: Education	Salary: see advert
Reports To: School Business Manager	
Grade: 3	
Employment Status: Permanent	
Hours of Work: May vary depending on the needs of the school, please see Advert / Contract 7.45-9am breakfast club Part Time 3 – 6pm after school club (5.30pm on a Friday)	
Job Purpose: To assist with the provision of out of school play care for children aged 3 – 11 in a safe and stimulating environment.	
Departmental/Team Purpose: The purpose of the extended school is to meet the needs of children and young people within the local community.	

Organisation Chart:

Show the structure above and below in the school

Reports to



Summary of Main Contacts.

- Headteacher and all other staff
- Governors
- Pupils
- Parents
- Cleaning staff
- Contractors
- Suppliers
- Council officers
- General public

Extended School Playworker - Core Tasks

List the core tasks. This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. To collect and escort children from the lower school to the After School Club, or to escort children from Breakfast club to class. To be responsible (along with other members of staff in extended school) for signing in and out times of the children as appropriate.
2. To support the team in creating a plan of activities for Breakfast or After School Club each half term.
3. To support the team in creating a menu for each term, paying particular attention to nutritious low sugar, healthy options.
4. Sharing in the setting up of activities with the team, and tidying up. Supporting children in these activities and supervise diligently, to ensure children are safe, secure and happy.
5. To support the delivery of activities which provide a variety of experiences for the children, in line with the plans created. These may include supporting the children with Reading, homework, as well as creative / play activities.
6. To attend/undertake training as required in food hygiene, health and safety and safeguarding.
7. To comply with Health & Safety requirements. This may include visual checks on equipment, keeping logs of H&S checks and cleaning food preparation area pre and post food preparation, cleaning children's eating and play areas .
8. Use positive behaviour strategies in line with the school policy. Log any concerns using the school's CPOMS system.
9. Provide first aid and other medical and pastoral and intimate care needed for children during the session.
10. Sharing in the preparation of breakfast/ snacks/meals at Breakfast and/or After School club, and clearing up and washing / drying up after meals.

11. Feedback to parents and teachers on any incidents which occur during breakfast or after school club.

12. Keep up to date with all school communications by regularly checking emails, noticeboards and the school diary.

100%

Agreed by staff member

Signature: _____

Name: _____

Date: _____

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the post holder need to know in order to be able to carry out the role to the level required.

- Play work NVQ L3
- First Aid qualification
- Understanding of child development and needs age 3-11
- Understanding of Equal opportunities
- Knowledge of health and safety legislation relating to child care
- Knowledge of child protection procedures.

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Ability to communicate well with a range of stakeholders (essential)
- Ability to use own initiative and solve problems (essential)
- Well organised with an eye for keeping things tidy and orderly (essential)

Experience: type, level and length.

- Experience of working with children (desirable)
- Experience of handling money (desirable)
- Experience of working with children with special needs (desirable)

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- Ability to build good relationships with children (essential)
- Ability to manage children's behaviour (essential)
- Ability to work as part of a team whilst using own initiative (essential)
- Positive attitude towards school and working with young people (essential)